



missouri CITY
T E X A S

2009

Zoning Submittal Packet

Rezoning ■ Specific Use Permit ■ Planned Development
Application Submissions

Department of Planning
1522 Texas Parkway
Missouri City, Texas 77489
281-403-8600 ~ 281-208-5551 fax

This packet is also available online at www.missouricitytx.gov



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ZONING APPLICATION SUBMISSION

IMPORTANT INFORMATION

PRE-DEVELOPMENT MEETING

1. Prior to the submission of all applications, applicants must schedule a meeting with staff to discuss their project.
2. The request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission deadline.
3. To schedule complete a pre-development meeting form and return it via email to bcollins@missouricitytx.gov. Email is preferred, however faxes may be sent to (281) 208-5551.

SUBMITTAL DAY

(Refer to page 4 of this packet for the list of all deadline dates)

1. A completed application form and the correct number of documents; printed copies and electronic format as indicated on Exhibit "B" must be delivered in person by the applicant or applicant's agent and received in the Planning Department **NO LATER THAN 10:00 AM** on the submittal deadline date.
2. Application packets are welcome the week before the deadline date.
3. Late applications will not be accepted. Applications or partial applications delivered by courier or mail will not be accepted.

PUBLIC HEARINGS

(Refer to page 4 of this packet for the list of all meeting dates)

1. Public hearings are required for the consideration of all zoning amendments. Public hearings are held during the Planning and Zoning (P&Z) Commission and City Council meetings.
2. Staff reports are sent via fax or email to applicants on the Friday prior to the Planning and Zoning (P&Z) Commission meeting.
3. Applicants or their agents are strongly encouraged to attend all public hearings and be available for questions.

P&Z COMMISSION CORRECTIONS

1. Typically, all items referred from the Planning and Zoning Commission to City Council will be considered at the City Council meeting on the first Monday of the following month, with second consideration at the City Council meeting on the third Monday.
2. All information/exhibits required for consideration must be submitted in entirety to the Planning Department no later than twelve (12) days, prior to the City Council meeting for which the item is scheduled.

UTILIZING THE CITY WEBSITE

1. Visit the City's website at www.missouricitytx.gov to find additional information regarding the Zoning and Subdivision Ordinance.
2. Pertinent sections of the Zoning Ordinance that apply to site development are:
 - ⇒ **Section 7: Use Districts**
 - ⇒ **Section 7A: Architectural Design Standards**
 - ⇒ **Section 11: Landscaping**
 - ⇒ **Section 12: Parking**
 - ⇒ **Section 13: Signage**
 - ⇒ **Section 14: Fencing**
3. Staff reports are also available on the City's website.



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**2009 SUBMITTAL DEADLINE DATES
AND REGULAR MEETING SCHEDULE**

SUBMITTAL DEADLINE DATE*	P&Z MEETING DATE	CC 1 st Meeting Date	CC 2 nd Meeting Date
December 18, 2008	January 14, 2009	February 2, 2009	February 16, 2009
January 23, 2009	February 11, 2009	March 2, 2009	March 16, 2009
February 20, 2009	March 11, 2009	April 6, 2009	April 20, 2009
March 20, 2009	April 8, 2009	May 4, 2009	May 18, 2009
April 24, 2009	May 13, 2009	June 1, 2009	June 15, 2009
May 21, 2009	June 10, 2009	July 6, 2009	July 20, 2009
June 18, 2009	July 8, 2009	August 3, 2009	August 17, 2009
July 24, 2009	August 12, 2009	September 8, 2009	September 21, 2009
August 21, 2009	September 9, 2009	October 5, 2009	October 19, 2009
September 25, 2009	October 14, 2009	November 2, 2009	November 16, 2009
October 23, 2009	November 11, 2009	December 7, 2009	December 21, 2009
November 18, 2009	December 9, 2009	January 4, 2010	January 18, 2010
December 16, 2009	January 13, 2010	February 1, 2010	February 15, 2010

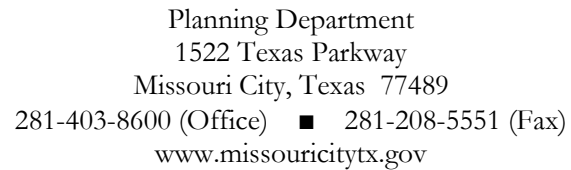
***COMPLETE APPLICATIONS MUST BE SUBMITTED NO LATER THAN
10:00 AM ON THE SUBMITTAL DEADLINE DATE.
APPLICATIONS MAY BE SUBMITTED AS EARLY AS THE WEEK OF THE DEADLINE DATE
DURING NORMAL BUSINESS HOURS.**

CITY OF MISSOURI CITY

*The Planning and Zoning Commission meets on the 2nd Wednesday of every month.
The City Council meets on the 1st and 3rd Monday of every month.*

**Planning & Zoning Commission and City Council meetings are held at 7:00p.m. in the
City Council Chambers - 2nd Floor of the City Hall Building**

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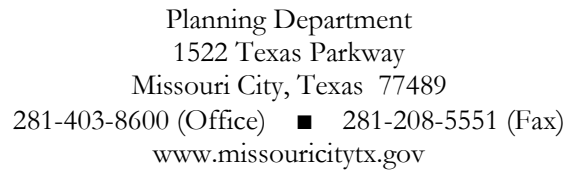


SEE ATTACHED EXHIBIT "B" FOR INFORMATION REQUIRED FOR COMPLETE APPLICATION SUBMITTAL

1. Project Name:			
2. Address/Location of Property:			
3. Applicant's Name:			
Mailing Address:			
Phone No. :() -		Fax No. :() -	
Email:			
4. Status of Applicant:	Owner	Agent	Attorney
	Trustee	Corporation	Relative
(If other than Owner, submit written authorization from Owner with application.)			
5. Property Owner:			
Mailing Address:			
Phone No.:() -		Fax No.:() -	
Email:			
6. Existing Zoning and Land Use:			
7. Total Acreage:			
8. Proposed Zoning and Reasons for Application:			
9. Legal Description of the Property (If the legal description is a portion of a lot, then a metes and bound description of the tract must be submitted with application.):			
Subdivision Name:		Lot No.:	Block No.:
Volume No.:		Page No.:	
10. Central Appraisal District tax identification numbers of property (Attach Paid Tax Receipts):			
11. Do deed restrictions or restrictive covenants exist for the property? (Circle One): YES NO			
(If yes, submit with application.)			
FILING FEE: \$450 Base Fee + \$25 Per Acre (Partial acre calculated as 1 acre)			

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Signature of Applicant	Signature of Property Owner, Agent or Attorney



Check One: ☐ SPECIFIC USE PERMIT (SUP) ☐ PLANNED DEVELOPMENT (PD)

Date of Application:

Hand deliver completed application form with the filing fee and required information to:

By submitting this application you are permitting City staff to enter the site in order to post and remove public notice signs.

Last updated December 2008

EXHIBIT "A"

Applications for a Specific Use Permit (SUP) or a Planned Development (PD) should include the following information.

Site plans, color elevations and other drawings are required to be submitted on both 24" X 36" and 8½" X 11" sized paper. Scaled drawings must be shown.

I. Site plan (Should include the following information):

<input type="checkbox"/> Existing and proposed buildings.
<input type="checkbox"/> Off-street parking including handicapped spaces (Indicate # of spaces on site plan.).
<input type="checkbox"/> Loading and service area(s), including required screening methods.
<input type="checkbox"/> Curb cuts/ driveways and sidewalks, and queue areas.
<input type="checkbox"/> Dumpster location and method of screening.
<input type="checkbox"/> Method of screening mechanical equipment (Ground mounted and roof mounted).
<input type="checkbox"/> Monument sign location.
<input type="checkbox"/> Landscaping (existing): For consideration of tree credits - provide an inventory plan of existing trees. Such plans should show the location, species, height and caliper.
<input type="checkbox"/> Landscaped areas (proposed): Show the square footage of each separate area and show the total landscaping for the entire site and for screening, including plant species and size at installation.
<input type="checkbox"/> Streets, driveways, buildings and other structures within 200 feet of every property line.
<input type="checkbox"/> Names of adjacent subdivisions and locations within 200 feet of subject site.
<input type="checkbox"/> Fencing locations and materials.

II. Color Elevations (Should include the following information):

<input type="checkbox"/> All sides of principal and accessory buildings and structures.
<input type="checkbox"/> Details of fencing and walls.
<input type="checkbox"/> Monument sign(s) and wall signage with area, dimensions, design, and materials.

III. Additional Information (Where applicable):

<input type="checkbox"/> Provide a sample board of all exterior construction materials and colors providing specifications if requesting an architectural design review.
<input type="checkbox"/> Photometric Plan should include proposed exterior lighting (location, height, intensity, and design).
<input type="checkbox"/> Noise level in decibels at property lines (indicate if external amplification of sound is proposed).
<input type="checkbox"/> Site distance analysis.



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Application packets including an Architectural Design Review (ADR) must also include the following information:

Note: ADR's are only accepted with an application for a SUP or PD

No. of Copies Required	Electronic Copy Required	Information Required
5	Yes	Color Elevations 24"X 36" (See Exhibit "A" for details)
12	Yes	Color Elevations 8½"X 11" (See Exhibit "A" for details)
1	N/A	Material/Color Board

EXHIBIT "B"

Application packets for Zoning Map Amendments (ZMA), Specific Use Permits (SUP) or Planned Developments (PD) must include the following information:

No. of Copies Required	Electronic Copy Required (MS Word or PDF)	Information Required
20	Yes	Application Form
9	Yes	Site Plan 24"X36" (See Exhibit "A" for details)
20	Yes	Site Plan 8½"X11" (See Exhibit "A" for details)
1	Yes	Current Tax Certificates or Receipts (City, County, School District, MUD, LID)
1	Yes	Metes and Bounds Description (Signed and sealed by surveyor)
1	Yes	Letter of Owner Authorization
1	Yes	Deed Restrictions